



Town of Barnstable

Special Event Site Plan Requirements

Detailed site plans are required for all special event applications. Site plans are not required to be professionally drawn, but they must be legible, close to scale (with dimensions) and provide sufficient detail to paint a picture of what your event will look like. Screenshots of a map with no details provided are not accepted.

Things to know before creating your site plan:

- If the event is taking place on the street, you will be required to maintain an unobstructed straight emergency vehicle access lane.
 - For example, instead of having tents on both sides of the street, having tents on one side will help allow for the 20-foot unobstructed access lane.
- Include a key and / or labels.

If applicable, identify any of the following on your site plan:

- Street names
- Fire hydrants
 - Note: All fire hydrants must have 10 feet of clearance on all sides
- Sidewalks and curb cuts
 - Note: A curb cut is a ramp into a street curb to provide access (as for wheelchairs or strollers) between a sidewalk and the street.
- Furniture (tables, chairs, etc.) -
 - Identify what it is, the quantity and location
- Stages
 - Identify quantity and location
 - Size to scale
- Trash Bins and dumpster(s)
 - Identify quantity and location
- Temporary barriers
 - Identify quantity and location
 - Alcohol areas must have barriers around the zone
- Porta-potties and ADA toilets
 - Identify quantity and location
 - Cannot be placed on grass.
 - Must be ADA accessible

- Generators
 - Identify location and quantity – for each generator note if it is fuel, electric, solar, battery
 - If fueled by propane or diesel, identify where fuel will be stored
 - If electrically grounded identify the cord location
 - If fueled by gasoline, diesel, or propane, generators shall be located 12 feet from buildings and other structures with the exhaust pointed away from the building or structure.

- Tents
 - Identify quantity and location (every 400 square feet of tent must be separated by 12 feet You are allowed to have four 10'x10' tents touching in one cluster, but each cluster of four must be separated by 12-feet).
 - Identify how you will weigh down each leg of your tent (stakes are not allowed at parks)
 - Note that there can be no open flames or burning under tents.

- Signs and Banners
 - Identify quantity and location of each sign/banner
 - List the dimensions
 - Upload the signs graphics to the sign registration and Special Event application

- Food Trucks
 - Identify the location of each food truck
 - Indicate the size of the food truck and if it is a food truck or food trailer
 - Food trucks or other temporary cooking operations must also have 10 feet of clear space separation from the entrances and other exits to buildings or other structures.
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- Open burning and cooking (grills, sternos, etc.)
 - Identify location and quantity
 - Note where fuel will be stored for equipment
 - Food trucks or other temporary cooking operations must also have 10 feet of clear space separation from the entrances and other exits to buildings or other structures.

- Entertainment (DJs, speakers, microphones, bands, speakers, performances, etc.)
 - Identify approximate location

- Security locations
 - Identify approximate locations

- Alcohol zones / areas
 - Identify location and quantity
 - All alcohol zones must have barriers around them